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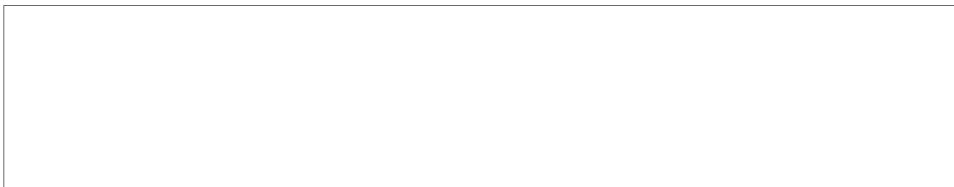
SUPPORT OFFICERS' MEETING

18 November 1964

DD/S Conference Room

1. Those present:

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2. [Redacted], the Special Assistant to the DD/P for Non-Staff Personnel Affairs, attended the meeting to discuss the proposed

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He pointed out that his job is being established strictly on a staff basis and that the actual functions of the job are hard to point out in full since it is a new position and many of the functions will probably develop through experience. The first step in the review of non-staff personnel will be to conduct an inventory of such personnel based on information available at Headquarters. It may well develop that there is not sufficient information here to do an adequate job, in which case a levy for information will be placed on the Field. [Redacted] emphasized that he is almost wholly dependent on the cooperation of the Area Divisions and the Support Staffs in particular to make his function a meaningful and useful service to the entire DD/P.

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3. The following items were discussed at the DD/P Staff Meeting:

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a. Mr. Helms expressed his concern over delinquent Fitness Reports and stated that the [Redacted] in particular is a problem in this regard. He has written [Redacted] a letter requesting that prompt action be taken. Mr. Helms listed the following cases of serious delinquencies in the submission of Fitness Reports:

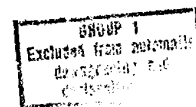
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1. Overdue 90 days - WE one; [Redacted] one; FE four.
2. Overdue 60 days - WH five; AF seven; FE four; EE two; and WE two.

25 YEAR RE-REVIEW

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b. The Director of the Budget Manpower Staff has written a memorandum to the DD/P commending its components for the excellent job they did in connection with the recent Bureau of the Budget Hearings.

c. George Bundy, Special Assistant to the President for National Security Affairs, has approved the recommendation of the DCI regarding [redacted] This problem will now be handled by a USIB Subcommittee chaired by the Agency. [redacted] says that in effect this means that TSD and the Office of Security will have major rolls in policy and research related to both [redacted]

d. [redacted] has reported that the committee of three lawyers appointed by the Director to review the proposed regulations for implementation of the Retirement Act has not had an opportunity to meet, and thus there has been no further progress in the Retirement question. The Committee, which consists of [redacted] and [redacted] hopes to meet in December and will then give the DCI our recommendations.

e. An action memorandum dealing with the Mid-Career Training Program directed that all persons who were eligible for the Program had to be advised whether they had or had not actually been selected for participation. The DD/P, among others, had objected to the requirement that individuals who were not being selected had to be so notified. The Executive Director has now withdrawn that particular requirement.

3. We have heard from various sources that the Department of State is contemplating a new world-wide housing program which basically calls for the provision of cost-free quarters and furniture and furnishings to all employees. The SSA-DD/S and the Director of Logistics are meeting with Mr. William Trone, the Director of Operations for the Under Secretary for Administration, and we should have additional details after this meeting.
4. The SSA-DD/S will soon be requesting a new listing from all DD/P components of the positions and incumbents designated as Approving Officers. This will update the last consolidated list which was prepared in early 1963. The SSA-DD/S will send each component a list of their current Approving Officers as indicated in our files, and the component will merely be required to update this listing.
5. There were 30 Security Violations in the DD/P in October: WH Division lead with eight and EE was next with five.

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6. Mr. [] has been assigned to the SEA-DD/S Staff for what is hoped is a considerably longer tour than that of Mr. [] 25X1
7. The meeting adjourned to have coffee and cake in honor of Mr. [] who is retiring from the Agency this month. 25X1
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